



POSITION DESCRIPTION

TITLE:	Planner
DEPARTMENT:	Community Development
SUPERVISOR:	Community Development Director
STATUS:	Full-time/Non-Exempt/ Union

PRIMARY OBJECTIVE OF POSITION

This position assists the Community Development Director in all areas of planning and zoning including long range planning, project planning, development application processing and review. This position assists with matters related to maintaining the zoning ordinance/city code, permit review, code enforcement, natural resources, and other special projects as assigned. The position also provides staff support to various advisory commissions.

ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Assist the public at the front counter, in meetings, on the phone, and through email and other written correspondence and reports related planning, zoning, and development related matters.
2. Guide applicant's through the planning and zoning application process; review and evaluate planning and zoning applications for compliance with the zoning ordinance, city code and comprehensive plan; review, evaluate, and approve building development plans for compliance with conditions of approval and ordinance requirements.
3. Advise builders, developers, architects, engineers, surveyors and property owners on ordinance requirements and provide technical assistance when needed.
4. Perform site inspections to determine code and ordinance compliance; inform property owners of code and ordinance violations and initiate enforcement procedures.
5. Conduct research and analysis relative to current development proposals, and other assigned projects.
6. Coordinate planning and zoning related applications, including application review, writing applicable correspondence, staff reports, resolutions, ordinances and makes presentations.

7. Work with engineering staff on with development related activities, such as the coordination of development contracts.
8. Attend City Council, Planning and Zoning Commission, Park and Trail Commission, Long Range Planning Commission, and Architectural Review Commission and other meetings as assigned.
9. Perform research and analysis related to updates and proposed changes to the City's Zoning Ordinance and Comprehensive Plan; maintain Comprehensive Plan materials and demographic data in a complete and organized manner.
10. Perform analysis using data, statistics and geographic data and make recommendations based on the findings.
11. Assist in the preparation of grants and implement programs that are generated by grants.
12. Assists with tracking of projects and development agreements.

KNOWLEDGE, SKILLS AND ABILITIES
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1. Knowledge of state, and federal laws relating to planning and community development.
2. Knowledge of City ordinances, policies, and procedures as they relate to land use planning and development regulations.
3. Knowledge of comprehensive planning, zoning and subdivision ordinance administration.
4. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
5. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
6. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
7. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
8. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.

9. Ability to exhibit excellent interpersonal and human relationship skills.
10. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.
11. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
12. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.
13. Possess a working knowledge of computer hardware and software including Microsoft Outlook, Word, Excel; GIS; PowerPoint and other applicable software programs.
14. The ability to work both independently and within a team.

Additional Duties

Performs other duties as assigned or apparent.

REQUIRED QUALIFICATIONS

1. Bachelor's Degree in Urban Planning, Public Administration, or related field.
2. Two years of professional planning experience.
3. Must possess and maintain a valid Minnesota Class D driver's license.

DESIRED QUALIFICATIONS

1. Master's Degree in Urban Planning or related field.
2. GIS experience.
3. AICP Certification.
4. Four years of experience with municipal or urban planning.

PHYSICAL REQUIREMENTS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. The employee occasionally works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, dust; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.

Revised 03/2015